

Edward Byrne Memorial Grant Program

General Application Guidelines

This application kit is intended for those state and municipal agencies involved in the criminal justice system that have been included in Rhode Island's plan for funding under the Edward Byrne Memorial Drug Control and Systems Improvement Grant Program (hereafter referred to as "Byrne" or the "Byrne Program").

J-LINK PRIORITY

Police Departments are encouraged to utilize Byrne funding for the state's top priority: an integrated criminal justice computer system. Acceptable J-Link computerization activities include upgrading or replacing computer workstations, records management systems, printers or other computer peripherals. Additionally, the purchase and installation of mobile data terminals and direct, wireless RILETS connections are also recommended. The purchase and maintenance of Livescan units may also be included in this category.

Important: Should a department choose to utilize its Byrne funding on program areas other than J-Link, they may not be considered for future technology-specific discretionary funds. Other program areas are outlined in Attachment B. No department is eligible to concentrate on program area #21 - Street Level Enforcement (undercover operations).

PROJECT BRIEF

A one-page project brief must accompany the application. The brief should include all goals, quantifiable, **measurable** objectives and performance indicators.

Questions or concerns regarding the program areas, program briefs and/or eligible projects are to be addressed to Assistant Byrne Administrator, Gail Pereira at 222-4496.

The same project can be supported with grant funds from multiple years if desired. RIJC personnel will provide technical assistance in completing the grant applications to departments wishing to combine more than one grant year to support a computerization project.

Send only the original application (no copies necessary) to:

Gail Pereira, Rhode Island Justice Commission
One Capitol Hill, Second Floor, Providence, RI 02908
Tel. (401) 222-4496, Fax (401) 222-1294

- Do not include blank budget section pages for which your project does not have expenses.
- Submit one original application and assurances - **PLEASE DO NOT COPY INSTRUCTION PAGES!**
- When we receive your completed application, we will generate grant awards and forward them to the Chief for signature along with our General Grant Conditions/Certified Assurances. Initial all pages of the General Grant Conditions/Certified Assurances and sign the last page.
- Signatures (in blue ink) are required on the:
 - *Budget Summary page -Debarment form*
 - *Subgrant Awards (generated after receipt of completed applications)*
 - *General Grant Conditions/Certified Assurances page (provided with Subgrant Awards)*

Note: The authorized official signing the documents must be the Mayor, Agency Director or Chief of Police.

LIMITATIONS OF FUND USE

Personnel Costs: Payment of personnel costs shall be limited to new personnel based on the percentage of time devoted to the project. Projects requesting continuation funding which currently fund personnel with federal Byrne funds may continue to do so. For more information regarding personnel, see the Budget Section of the application. Overtime costs for project related activities are allowable.

Construction/Renovation/Land Acquisition: Use of grant funds for construction, renovation or land acquisition is prohibited.

Indirect Costs: Indirect costs are not allowed.

MATCH REQUIREMENT

Federal guidelines require a 25% match of the total cost of the program to be implemented. Funds required to pay the non-federal portion (match) of the cost of each project shall be in addition to funds that would otherwise be available for Byrne-related activities (new cash).

Over Match - In the event the Byrne project will be supported by a match amount larger than the minimum required, please indicate the full actual amount in the grant application.

Minimum Match - The minimum match amount can be determined by dividing the federal allocation by three and rounding up to the nearest \$5 dollar increment.

Example: The Byrne (federal) allocation = \$75,000. \$75,000 divided by three (3) = \$25,000.

$$\begin{array}{rclcl} \$75,000 \text{ (Byrne)} & + & \$25,000 \text{ (Match)} & = & \$100,000 \text{ (Total)} \\ 75\% \text{ (of total project)} & + & 25\% \text{ (of total project)} & = & 100\% \text{ (Total project cost)} \end{array}$$

The minimum match amounts for state agencies are indicated on the program briefs included in Attachment B. Personnel must devote the same percentage of their time to the project as the percentage used for matching salary. Salaries for personnel involved in Byrne Program-related activities prior to this application cannot be used as matching funds unless this is a continuation project and the non-supplanting requirement was previously met.

Cash - Hard cash match may be applied from the following sources:

- a) Funds from state and local units of government that have a binding commitment of matching funds for programs or projects;
- b) Funds received through forfeiture;
- c) Funds from the following:
 - Housing and Community Development Act of 1974, 42 U.S.C. Section 5305, et seq.;
 - Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214, and;
 - General Revenue Sharing Act Funds, 31 U.S.C. Section 6701, et seq.
- d) Funds contributed from private sources.

In-Kind - In-kind (soft) match consists of donations to project activities other than cash.

In kind donations are not acceptable as match contributions for Byrne funded projects.

Expenditure of Matching Funds - Expenditures need not be charged proportionately to the federal and matching funds throughout the project period or be equally divided among various budget categories. However, the required minimum 25% match must have been expended by the end of the project period.

COMMINGLING OF FUNDS

A clear audit trail must be maintained for each source of funding. Receipts, expenditures and disbursements must be separately accounted for from each source of funds.

NON-SUPPLANTATION OF FUNDS

Funds required to pay the non-federal (match) portion of the cost of each project shall be in addition to funds that would otherwise be available for the project (new cash). An agency's overall budget cannot decrease due to receipt of federal funds.

OTHER REQUIREMENTS

Debarment: Each subgrantee shall sign a form that states they have not been prohibited from doing business with the federal government.

Confidentiality: No recipient of monies or any personnel involved in the program shall use or reveal any information received from the program other than the purpose for which such information was obtained.

REPORTING REQUIREMENTS

SF-260-R (Grant Reimbursement Request and Fiscal Report): An SF-260R must be submitted when requesting reimbursement for project expenses. The form provides a monetary accounting of how program funds have been expended.

Progress Reports: Progress reports are required of subgrantees, with a final report serving as a summarization and evaluation report, completely addressing the status of stated goals and objectives. The final report is due by August 30th. The final, summarizing report of grant activity will be due regardless if all grant funds have been expended. Progress Reports must accompany the SF-260-R. Both forms can be found on the RIJC website (www.rijustice.state.ri.us) at the bottom of the Byrne Grant section.

GRANT CONTINUATION POLICY

Federal grants to Rhode Island and the rules that govern their distribution are received on an annual basis. Therefore, although an effort will be made to continue funding projects of proven effectiveness, ***no project will be guaranteed continuation funding***. No specific grant project can be funded in excess of four (4) years except for J-Link related activities (which aim to improve criminal histories). Continuation funding will also be contingent upon all previous grants' reporting requirements being fully met.

GRANT COMMENCEMENT AND DURATION

It is the policy of the Rhode Island Justice Commission that project implementation need be initiated within ninety (90) days from the starting date indicated on the grant award. Otherwise, the subgrantee jeopardizes losing the award. Requests for an exception to this rule must be justified and submitted in writing to the RIJC within 60 days of grant award date.

GRANT EXTENSION POLICY

Byrne grants are normally awarded for a period of (1) one-year. In previous grant years, unexpended funds have been reallocated and carried over into a new grant year. This practice will no longer occur automatically. The new policy requires subrecipient agencies to provide a written grant extension request that satisfactorily justifies extending the grant period.

Continuation grants will be made at the discretion of the Byrne Administrator contingent upon the subrecipient agency expending all existing funds or demonstrates that existing funds will be exhausted prior to the beginning of a new quarter. Grants for new projects to existing subrecipient agencies may be made; however, all reporting requirements for the existing grant must be complete and satisfactory.

Part A - Project Narrative

PROBLEM STATEMENT

The problem statement is a written presentation that describes all aspects of a problem including its nature, magnitude, severity, rate of change, persons/entities affected, and geographic scope. The problem statement must clearly describe and substantiate the overall problem to be addressed by the project.

The problem statement should be in narrative form and include, but not necessarily be limited to, the following:

- a description of the geographic of the areas (s) affected;
- a description of the problem;
- documentation of the problem (statistical data);
- a description of the factors contributing to the problem and how they contribute to the problem;
- what or who the problem affects;
- under what circumstances the problem occurs;
- other efforts presently being made to assist in alleviating the problem (existing programs or services);
- an explanation of how the project will work and address the problem.

The problem statement should include appropriate statistics which document the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, etc.). Demonstrate rates of increase or decrease in the problem by showing the percentage of change for a period of time covering at least two or more years. Document percentages of change with actual numbers (i.e., From 1990 to 1991, drug arrests increased 100%; 1991 - 100 arrests; 1992 - 200 arrests).

PROJECT BRIEF

Provide a concise, one to two page narrative summary of the proposed Byrne project. Include an explanation how this project will help solve the problem(s) in the Problem Statement and how the project will operate. Identify individuals (by title) or entities involved; and how coordination and cooperation will be achieved. Be sure to indicate the number of individuals that are expected to be serviced and/or receive benefits from the project.

Objectives & Performance Indicators - A critical segment of the Project Brief are objectives and performance indicators. An objective is something one hopes to accomplish through the performance of certain activities using a certain amount of grant funds within a defined time period. A project normally has one to three objectives and usually no more than five. Performance indicators show what data will be collected by the project to measure whether objectives have been achieved and/or the level of success (or failure). Performance indicators must be quantifiable (measurable) and relate to information used in the problem statement. **Example** - Goal - reduce the time required to process arrest reports by 50%; Performance Indicator - Amount of time to process arrest reports reduced from 1 hour to 30 minutes (on average).

TIMETABLE

For each month of each quarter of the anticipated project period, list the activities that will occur to accomplish the project's objectives.

RESOURCES

The commitment to the project by the implementing agency and the cooperation of the other criminal justice agencies in the community is essential to the success of the project. The following information concerning resources available to the project should be provided:

- ✧ List the facilities, equipment, and manpower available to the project.
- ✧ Indicate how the proposed project relates to, and coordinates with, any on going or anticipated state and local programs of other agencies and organizations regardless of funding source or level of government.
- ✧ List agencies participating in this project.
- ✧ List all sources and amounts of matching funds and any other sources of funding dedicated to the operation of the project.

Part B – Budget Narrative Instructions

CATEGORY A - PERSONNEL

Please note that each budget page serves as a detailed accounting of how project funds will be spent. Note that each budget page has a section at the bottom that allows for a brief description of the usage of project funds. This information should relate to the one page project brief.

This category refers to wages and fringe benefits for regular or part-time salaried employees. Others working on the project who are not on the regular payroll must be classified either as contractual or consultant. This category also includes overtime payments for various program activities as well as for costs associated with training.

Do not request federal funding for an employee already on the payroll unless he/she will be replaced by another person who is hired to augment regular agency staff during the time the existing employee spends working on project activities. Regular employees may be paid overtime on the project. Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project.

For matching funds, an applicant may assign existing personnel to Program-related activities and their salaries may be used as match. However, personnel must devote the same percentage of their time to the project as the percentage used for matching salary. The agency must backfill the position. Salaries for personnel involved in Program-related activities prior to this application cannot be used as matching funds unless this is a continuation project and they were used as match in the previous Program project funded by the RIJC. Paid overtime may be used as match.

Instructions for Completing Budget Forms

- 1. Direct Salaries and Overtime** - Write in the title or position of each new employee or each existing employee that will earn overtime for grant-related activities or will be compensated with Byrne funds during training sessions. Across from each position/job title listed, write in the annual salary for a new employee or the overtime wage (dollar/hour) for the position, percent of time to be devoted to the project (for a new employee) or number of overtime hours, amount of federal funds requested for the position and/or for overtime, amount of cash contribution (match) and the total cost for the position (federal + applicant's match). ***Persons attending training sessions may have the training -related portion of their salary considered as match.***

At the bottom of Section I, write in the grand total of the federal funds requested, applicant's match contribution, and the total of all direct salaries (federal + applicant's match).

- 2. Fringe Benefits** - All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his/her wages.

At the bottom of Section II, write in the grand total of federal funds requested, cash contributions, and the total cost of the fringe benefits for the project (federal + applicant's match).

- 3. Training Expenses** - Indicate tuition or registration fees for specific foreseeable training sessions. Funds may always be transferred from other budget categories to the training category during the grant period with prior written permission from the RIJC. Byrne funds may also cover a trainee's salary but should be listed in Section 1 above. Calculate subtotal.
- 4. Total Personnel/Training Budget** - Write in the total federal request, cash contribution and total of all salaries, fringe benefits and training costs (federal + applicant's match) for the project.
- 5. Personnel Budget Narrative** - A brief statement explaining the cost basis for each position, including federal and matching funds, is required. Explain how each position is related to and essential to the project.

CATEGORY B - CONSULTANTS AND CONTRACTORS

1. Individuals - Complete Section 1 for individuals not on the regular payroll who will be reimbursed for professional services. Individual consultant fees may not exceed \$250 (excluding travel and subsistence costs) for an 8-hour day. A request for compensation over \$250/day requires prior approval and additional justification.

a. Consultant Fees - For each individual consultant, enter the name, if known, service to be provided, hourly fee and estimated time on the project in hours. Next, enter the total cost of the consultant's fees (hourly fee x time), along with the breakdown by federal request and applicant's match in the appropriate columns.

At the bottom of sub section a, enter the subtotal of all costs for individual consultant fees, along with the breakdown by federal request and applicant's match in the appropriate columns.

b. Consultant Expenses - List all expenses to be paid from the grant to individual consultants in addition to fees on the line number which corresponds to the line number of each consultant listed in subsection a. List the rates used to calculate travel, meal and other expenses. Provide an explanation for any expenses listed in the "other" column.

2. Organization Consultants - Complete this section for organizations performing professional services, including profit, nonprofit, and not-for-profit organizations. These organizations are subject to competitive bidding procedures. *At least three bids should be solicited.*

For each organization consultant, enter the type of service or product to be provided, the estimated rate or fee, and the estimated total cost of the service or product, along with a breakdown of the cost by federal request and applicant's cash match.

At the bottom of Section 2, enter the subtotal of all costs for organization consultants, with a breakdown by federal request and applicant's match in the appropriate columns.

3. Total Consultant Costs - Enter the total costs for all independent consultant fees, expenses, and origination consultants with a breakdown by federal request and applicant's match in the appropriate column.

4. Consultants and Contractors Budget Narrative A narrative is required explaining the basis or criteria for selection of each consultant and describing how the service to be provided is essential to the project.

For each organizational consultant, list the type of contract (fixed price, cost reimbursable, incentive, etc.) the proposed method of selection or procurement, and the method of payment (monthly, quarterly, upon completion, etc.). If the selection method is other than "advertised for bid", explain and justify. Also, indicate how each service or product to be provided is essential to the success of the project

Note: All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. *Sole sources must be approved by the RIJC.*

CATEGORY C - TRAVEL EXPENSES

- 1. Local Travel** - For each employee who will be doing local travel as a function of the project, write in his/her position, the estimated miles which will be traveled locally during the grant period, the rate per mile (the state rate is .36 cents/mile) and the total cost (miles x rate) with a breakdown of the federal request and applicant's match in the appropriate columns. Create category subtotal in space provided.
- 2. In-State Travel** - List each anticipated in-state trip outside the local jurisdiction stating the purpose of the trip (e.g. training, interview, operations, etc.), destination, and total cost with a breakdown of the federal request and applicant's match in the appropriate columns. Create category subtotal in space provided.
- 3. Out-of-State Travel** - List each anticipated out-of-state trip stating the purpose of the trip, destination, and total cost with a breakdown of the federal request and applicant's match in the appropriate columns. Create category subtotal in space provided.
- 4. Total Travel Budget** - Enter the total cost of travel for the project (local + in-state + out-of-state) with a breakdown of the federal request and applicant's match in the appropriate columns.
- 5. Travel Budget Narrative** - A narrative explaining the applicant's travel policy (i.e. mileage rates, per diem rates) is required. Also explain the purpose of the local travel and how it relates to the project.

Break out the costs of each in-state and out-of-state trip separately to show the specific costs of transportation, food, lodging, and other expenses. Indicate how the in-state and out-of-state trips are essential to the success of the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

- 1. Supplies** - This Section includes office supplies, forms, project supplies, repairs or maintenance supplies, and equipment items costing under \$300; essentially, material which is expendable or consumed during the course of the project.

List items of major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Larger cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Provide a breakdown of total cost by federal request and applicant's match.

At the bottom of Section 1, enter the category subtotal for project supplies with a breakdown by federal request and applicant's match.

- 2. Operating Expenses** - This section includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.

For each item listed, enter the rate or unit cost and the total cost with a breakdown of federal request and applicant's match in the appropriate columns. Specify other items for which funds are requested in the "other" category.

At the bottom of Section 2, enter the category subtotal of the project operating expenses. Provide a breakdown of the total cost by federal request and applicant's match in the appropriate columns.

- 3. Total Supplies and Operating Expense Budget** - Enter the total costs for all supplies and operating expenses. Provide the breakdown of cost by federal request and applicant's match in the appropriate columns.
- 4. Supplies and Operating Expenses Budget Narrative** - A narrative that describes the basis for arriving at the cost of items listed is required. Also, list in the narrative all equipment items and facilities to be rented and the rate for each.

CATEGORY E - EQUIPMENT

List only those items that are to be purchased with Byrne program funds. Do not include expendable items costing less than \$300 per unit. Do not include rental or lease equipment. Do not list brand names, rather, use the generic description of the item requested.

After each item listed, enter the quantity to be purchased, unit costs and total cost. Break down the total cost by federal request and applicant's match.

Equipment purchases must be competitively bid. At least three bids should be solicited prior to procurement. Sole source procurement of equipment must be justified and have prior written approval of the RIJC. Vendors who develop draft specifications, requirements, and/or requests for proposals for a proposed procurement shall not be eligible to bid on such procurement unless prior approval is granted by the RIJC.

- 1. Program-Related** - Includes items such as communications equipment, VCR equipment, body wires, computer hardware/peripherals. *All computer hardware and records management software must meet minimum specifications (See Attachment C).*

The purchase of office furniture with federal funds is not allowable. Purchase of computer workstation equipment is allowable, however.

Total Equipment Costs - Enter the total cost of equipment for the project adding subtotals from sections 1, 2, and 3. Provide a breakdown of the cost by federal request and applicant's match.

- 2. Equipment Budget narrative** - A narrative describing the procurement method to be utilized and an explanation as to how the equipment to be purchased is essential to the success of the project is required.

State of Rhode Island
Rhode Island Justice Commission
Edward Byrne Memorial
Formula Grant Program



GRANT APPLICATION COVER

A. Applicant Agency		
Address:		
Telephone:	Fax:	
FEIN# (Required to Apply for Funding):		
B. Project Title:		
C. Project Director		
Address:		
Telephone:	Fax:	E Mail:
Fiscal Officer:		
Address:		
Telephone:	Fax:	
E. Proposed Project Period	From:	To:
F. Demographic Impact – Jurisdictions served by proposed project:		
G. Previous Byrne Funding for this project:		
Year	Grant #	Amount
		\$
		\$
		\$
		\$

H. Budget Summary

	Federal Byrne Funds	Matching Funds	Total Program
A. Personnel	\$	\$	\$
B. Consultants/Contracts	\$	\$	\$
C. Travel	\$	\$	\$
D. Supplies/Expenses	\$	\$	\$
E. Equipment	\$	\$	\$
Total Amounts	\$	\$	\$

List sources and amounts of match for this project:

Certification

The signature of the authorized official of the agency making application hereby certifies the accuracy of the information in this application and agrees to comply with all provisions of the applicable grant program as indicated by the program announcement from the Bureau of Justice Assistance, U.S. Department of Justice, in addition to all other applicable state and federal laws.

Name:	Tel:	
Title:	Fax:	
Agency:	Email:	
Address:		
Signature:	Date:	



United States Department of Justice

Office of Justice Programs
Office of the Comptroller

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

- 1) The perspective lower tier participant certifies, by submission of this proposal, that neither it nor it's principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative:
Signature:
Name of Organization:
Address of Organization:

CATEGORY A – PERSONNEL

1. Direct Salaries

Title Name or Position	Annual Salary or \$/hour	% of time or # of OT hrs.	(RIJC) Federal Request	Applicant's Match	Total Program Cost
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
	<i>Subtotal Direct Salaries</i>		\$	\$	\$

2. Fringe Benefits

<i>Subtotal Fringe Benefits</i>	\$	\$	\$
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3. Training Expenses (Tuition Registration) – Indicate any salary/OT expenses above

Training Session Title	Cost/Trainee	# of Trainees	(RIJC) Federal Request	Applicant's Match	Total Program Cost
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
	Subtotal Training Expenses		\$	\$	\$

4. Total Personnel Costs

	\$	\$	\$
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5. Budget Narrative – Please provide a brief narrative justifying the above program expenses. (Use reverse if necessary.)

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CATEGORY B – CONSULTANT AND CONTRACTOR**1. Individuals****a. Consultant Fees**

Name	Hourly Fee	# of hrs.	(RIJC) Federal Request	Applicant's Match	Total Program Cost
<i>i.</i>			\$	\$	\$
<i>ii.</i>			\$	\$	\$
<i>Subtotal Consultant Fees</i>			\$	\$	\$

b. Consultant Expenses

Travel	Meals	Other	(RIJC) Federal Request	Applicant's Match	Total Program Cost
<i>i.</i>			\$	\$	\$
<i>ii.</i>			\$	\$	\$
<i>Subtotal Consultant Fees</i>			\$	\$	\$

2. Organizational Consultants

Name/Service/Product	Rate/Fee	(RIJC) Federal Request	Applicant's Match	Total Program Cost
		\$	\$	\$
		\$	\$	\$
<i>Subtotal Organizational Consultant Expenses</i>		\$	\$	\$

3. Total Consultant Costs

	\$	\$	\$
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4. Budget Narrative – *Please provide a brief narrative justifying the above program expenses. (Use reverse if necessary.)*

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CATEGORY C – TRAVEL EXPENSES

1. Local Travel

Position/Title of Traveler	Destination	(RIJC) Federal Request	Applicant's Match	Total Program Cost
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	<i>Subtotal Local Travel Expenses</i>	\$	\$	\$

2. In-State Travel

Position/Title of Traveler	Destination	(RIJC) Federal Request	Applicant's Match	Total Program Cost
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	<i>Subtotal In-State Travel Expenses</i>	\$	\$	\$

3. Out-of-State Travel

Position/Title of Traveler	Destination	(RIJC) Federal Request	Applicant's Match	Total Program Cost
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	<i>Subtotal Out-of-State Travel Expenses</i>	\$	\$	\$

4. Total Travel Costs

	\$	\$	\$
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5. Budget Narrative – Please provide a brief narrative justifying the above program expenses. (Use reverse if necessary.)

CATEGORY D – SUPPLIES & OPERATING EXPENSES

1. Supplies

Item	Quantity	Unit Price	(RIJC) Federal Request	Applicant's Match	Total Program Cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
	<i>Subtotal Supply Expenses</i>		\$	\$	\$

2. Operating Expenses

Item		Rate per month (\$)	(RIJC) Federal Request	Applicant's Match	Total Program Cost
Rent – Equipment		\$	\$	\$	\$
Rent – Facilities		\$	\$	\$	\$
Telephone		\$	\$	\$	\$
Utilities		\$	\$	\$	\$
Photo Copying		\$	\$	\$	\$
Printing		\$	\$	\$	\$
Non-Consultant Contract Help		\$	\$	\$	\$
Bookkeeping Audit		\$	\$	\$	\$
Maintenance		\$	\$	\$	\$
Other (Specify)					
		\$	\$	\$	\$
		\$	\$	\$	\$
	Subtotal Operating Expenses		\$	\$	\$

3. Total Supplies/Operating Expenses

\$	\$	\$
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4. Budget Narrative – Please provide a brief narrative justifying the above program expenses. (Use reverse if necessary.)

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CATEGORY E – EQUIPMENT

1. Project Related

Item	Quantity	Unit Price	(RIJC) Federal Request	Applicant's Match	Total Program Cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
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		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
	<i>Subtotal Expenses</i>		\$	\$	\$

Total Equipment Expenses

\$	\$	\$
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2. Budget Narrative – Please provide a brief narrative justifying the above program expenses. (Use reverse if necessary.)

BYRNE

Drug Control and Systems Improvement Formula Grant Program

Legislatively Authorized Program Purposes

The Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et seq., Section 501, provides a general statement of the overall purposes of the Byrne Formula Grant Program and established 26 purpose areas that define the nature and scope of programs and projects that might be funded under it. Three other purpose areas have since been added. Frequently, Congress also uses other legislation (e.g., appropriations bills) to provide additional authorizations for limited periods (usually the current year only).

Together, these laws provide substantial authorization for programs that address drug control, violent and serious crime, all aspects of criminal justice processing (including incarceration and treatment of offenders), and general improvements in the justice system operations. However, some degree of overlap exists within several of these purpose areas and their corresponding program examples. The list below is, in part, an attempt to distinguish among them.

1. Demand-reduction education programs in which law enforcement officers participate.
2. Multijurisdictional task force programs to integrate federal, state, and local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multijurisdictional investigations.
3. Programs to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations.
4. Community and neighborhood programs to assist citizens in preventing and controlling crime, including special programs that address crimes committed against the elderly and special programs in rural jurisdictions.
5. Programs to disrupt illicit commerce in stolen goods and property.
6. Programs to improve the investigation and prosecution of white-collar crime, organized crime, public corruption, and fraud against the government, with priority attention to cases involving official corruption.
7. a. Programs to improve the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, schoolyard violator programs, and gang-related and low-income housing drug control programs.
- b. Programs to develop and implement antiterrorism plans for deep-draft ports, international airports, and other important facilities.
8. Career criminal prosecution programs, including the development of model drug control legislation.
9. Financial investigative programs to identify money laundering operations and assets obtained through illegal drug trafficking, including the development of model legislation, financial investigative training, and financial information-sharing systems.
10. Programs to improve the operational effectiveness of courts by expanding prosecutorial, defender and judicial resources and implementing court delay-reduction programs.
11. Programs to improve the corrections system and provide additional public correctional resources, including treatment in prisons and jails, intensive supervision programs, and long-range corrections and sentencing strategies.
12. Prison industry projects to place inmates in a realistic working and training environment that enables them to develop marketable skills. With these skills, inmates are better able to support their families and themselves in the institution and make financial restitution to their victims.
13. Programs to identify and meet the treatment needs of adult and juvenile drug- and alcohol-dependent offenders.
14. Programs to provide assistance to jurors and witnesses and assistance (other than compensation) to victims of crime.

15. a. Programs to improve drug control technology, such as pretrial drug testing programs; to provide for the identification, assessment, referral to treatment, case management, and monitoring of drug-dependent offenders; and to enhance state and local forensic laboratories.
b. Criminal justice information systems (including automated fingerprint identification systems) to assist law enforcement, prosecution, courts, and corrections organizations.
16. Programs to demonstrate innovative approaches to enforcement, prosecution, and adjudication of drug offenses and other serious crimes.
17. Programs to address drug trafficking and the illegal manufacture of controlled substances in public housing.
18. Programs to improve the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse, and elder abuse.
19. Programs with which states and local units of government can evaluate state drug control projects.
20. Programs to provide alternatives to detention, jail, and prison for persons who pose no danger to the community.
21. Programs to strengthen urban enforcement and prosecution efforts targeted at street drug sales.
22. Programs to prosecute driving-while-intoxicated charges and enforce other laws relating to alcohol use and the operation of motor vehicles.
23. Programs to address the need for effective bindover systems for prosecuting violent 16- and 17-year-old juveniles in courts with jurisdiction over adults. (The crimes are specified.)
24. Law enforcement and prevention programs for gangs and youth that are involved or are at risk of gang involvement.
25. Programs to develop or improve forensic laboratory capability to analyze DNA for identification purposes.
26. Programs to develop and implement antiterrorism training and procure equipment for local law enforcement authorities.
27. Programs to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes.
28. Programs to enforce child abuse and neglect laws, including laws protecting against child sexual abuse, and promoting programs designed to prevent child abuse and neglect.
29. Programs to establish or support cooperative programs between law enforcement and media organizations to collect, record, retain, and disseminate information useful in the identification and apprehension of suspected criminal offenders.

Note: Congress has authorized the use of Byrne funds to support programs that assist in the litigation of death penalty federal habeas corpus petitions and for drug testing initiatives. This authorization applies to FY 1998, 1999, 2000, and 2001 awards and may or may not be available in future funding cycles.

Rhode Island Law Enforcement Planning Committee

FY 2003/2004 Byrne Local Pass Through Allocations - Formula Portion

Jurisdiction (Police Dept.)	Byrne 03		Byrne 04
Barrington	\$8,570		\$8,570
Bristol	\$17,141		\$17,141
Burrillville	\$10,713		\$10,713
Central Falls	\$21,426		\$21,426
Charlestown	\$8,570		\$8,570
Coventry	\$21,426		\$21,426
Cranston	\$51,422		\$51,422
Cumberland	\$21,426		\$21,426
East Providence	\$27,854		\$27,854
East Greenwich	\$10,713		\$10,713
Foster	\$8,570		\$8,570
Glocester	\$8,570		\$8,570
Hopkinton	\$8,570		\$8,570
Jamestown	\$8,570		\$8,570
Johnston	\$27,854		\$27,854
Lincoln	\$17,141		\$17,141
Little Compton	\$8,570		\$8,570
Middletown	\$17,141		\$17,141
Narragansett	\$21,426		\$21,426
New Shoreham	\$8,570		\$8,570
Newport	\$27,854		\$27,854
North Kingstown	\$21,426		\$21,426
North Providence	\$21,426		\$21,426
North Smithfield	\$8,570		\$8,570
Pawtucket	\$59,992		\$59,992
Portsmouth	\$10,713		\$10,713
Providence	\$158,551		\$158,551
Richmond	\$8,570		\$8,570
Scituate	\$8,570		\$8,570
Smithfield	\$17,141		\$17,141
South Kingstown	\$21,426		\$21,426
Tiverton	\$10,713		\$10,713
Warren	\$8,570		\$8,570
Warwick	\$59,992		\$59,992
West Greenwich	\$8,570		\$8,570
West Warwick	\$21,426		\$21,426
Westerly	\$21,426		\$21,426
Woonsocket	\$27,854		\$27,854
<i>Total - Formula Pass through</i>	\$857,033		\$857,033